

Classification

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OL/PMS-3	
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	
# 3 - Not Mailed to Contractor					<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		
<input checked="" type="checkbox"/>		LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
2		twice monthly		8		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
computer print-out		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		IF YES GIVE ADP PROCESSING NO. 24205		
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)				
OCS - PD/CAS, CSS, R&D, ICS; 						
DD/P/CMG; DD/S&T/OEL, ORD;						
DD/I/NPIC						
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED = COST PER YEAR	
DISTRIBUTION ONLY:						
9	5.38	.25		1.34	24 = 32.16	
B. COSTS OF COMPUTER PRODUCED REPORTS						
	no.pgs 20	no.cys 2		per pg .03	24 = 28.80	
TOTAL COSTS PER YEAR					60.96	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
D/L memo dated 22 Nov 1967 to D/OCS						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS		
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE				<input type="checkbox"/> OTHER (explain)		
				MAN-HOURS	DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION			18. EXTENSION	
8 Oct. 1970		Procurement Assistant				